

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Visit of

DDA/REG  
LOGGED

FROM:

EXTENSION

NO.

OTE 89-1512

Director of Training & Education  
1026 Chamber of Commerce Building

DATE

22 June 1989

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

A DDA  
7D24 HQS

23 JUN 1989

R

2.

DDA

23 JUN 1989

mm

3.

Joyce

JA1

4.

DDA/Reg. (File)

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Told Paul to  
open it up to  
all on a ticket  
basis.

DDA REGISTRY

FILE: PUB-3-AR

OTE 89-1512

22 JUN 1989

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Training and Education

SUBJECT:

Visit of

*See -*  
1

has expressed an interest in addressing an Agency-wide audience on "Managing for the Nineties" on 8 September 1989. also has expressed a desire to have lunch with Judge Webster prior to his presentation. The Judge's office has set aside time on his calendar for this appointment.

2. Typically we would use the Agency Guest Speaker Program as the vehicle for this form of presentation; however, I propose an alternative format for your consideration. Considering innovative management style and vision, we might have him address only the Agency managers, perhaps the SIS cadre, in the Agency auditorium. This would focus on the right audience and promote better interaction in the question and answer period. We would have to work harder in order to fill the hall (laying on transportation from the outbuildings, for example), but with as a drawing card I think this could be accomplished.

3. We also might want to consider who else in the Agency would benefit from attending the luncheon with the Judge and I am anxious to hear your ideas on this matter.